



GOVERNING BOARD MEETING MINUTES
DIXON MONTESSORI CHARTER SCHOOL
355 N. ALMOND ST. DIXON, CA 95620, Room 5

Tuesday 24 June, 2014, 7:00PM REGULAR MEETING

A Passion for Excellence

Mission

The mission of Dixon Montessori Charter School (DMCS) is to achieve academic excellence for all students by blending Montessori education with California State Standards. DMCS supports its mission through low teacher-to-student ratios, family participation, multi-aged classrooms, a diverse curriculum and individualized learning for each student. DMCS is a tuition-free public school committed to developing socially responsible, life-long learners.

Vision

- Our vision is to create a community of lifelong learners.
- Our vision is to create a school that focuses on critical thinking, problem solving, innovative solutions and collaboration.
- Our vision is to create a school that is highly regarded for its academic excellence and for its contributions to the community in which it operates.
- Our vision is to provide a well-rounded education for our students focusing on academics as well as character development, social justice and tolerance.
- Our vision is that our students will be prepared for a positive transition to high school and college and will easily adapt to the community and the world around them.
- Our vision is that as a school community we will support every child in each of their individual learning styles

Values

Collaboration Integrity Sustainability Enthusiasm Innovative

Action Summary

1. Motions
 - a. Consent agenda approved
2. Recommendations
 - a. None

Meeting Minutes

- A. Closed Session – 6:30 PM
 - a. Public Employee Evaluation
 1. Title: Director



B. Announcements from Closed Session

- a. No announcements.

C. Call to order

- a. The meeting was called to order by the Board Chair at 7:07 PM.
b. Pledge of Allegiance

D. Roll call

- a.

Trustee	Presence
Dennis Ballance	present
Mary Ann Courville	present
Dean Crechriou	present
Vicki Gracia (Treasurer)	present
Sonia Green (Secretary)	present
Stephen Toms (President)	present
Joanne Green (Director)	present

E. Approval of Agenda

- a. **MOTION** to approve agenda with amendments. Motion made by Mary Ann Courville, seconded by Sonia Green. Motion carries, vote of 6-0.

F. Public Comments:

- a. No Comments

G. Consent Agenda: *Items on the consent agenda are considered to be routine and are enacted by the Board in one motion. Discussion only occurs if members of the Board, staff, or public request specific items be discussed or removed and placed under action items for the current or a future Board meeting.*

~~G1. Minutes for 5/27/14 Board meeting~~

G2. May 2014 Warrant Report

1. **MOTION** made by Dean Crechriou to approve the consent agenda, second by Mary Ann Courville. Motion passes, 6-0.

H. Communications—The board discussed and/or took action on the following items:

H1. PTO report [5 Minutes – Donny Everhart]

- a. No comments, no one present to give a report.

H2. Special Education report [5 Minutes – Amy Valenzuela]



- a. Dean questioned as to why we are still involved with a student who is transitioning to high school. It is due to the student being involved in ESY (Extended School Year summer program).
 - b. Dennis asked if the current reporting is what the board wants to see. The discussion evolved into board knowing if the staffing and expenditures are appropriate for the needs of our students.
 - c. Suggestion that Amy could include a “summary page” (like we see on the budget) to track successes and concerns.
- H3. Staff report - Board and staff discuss items of mutual interest. [5 Minutes – Melissa Moore]
- a. There are several teachers involved in the Area 3 Writing Project. The PTO sponsored several teachers to attend and the teachers were very grateful.
 - b. Andrew sent out an informative email in regards to common core.
 - c. Melissa and Tamara did a book club at the park. The attendance was high and parents and students were very excited to attend.
 - d. Ms. Jackie has been in and out working to create Montessori jobs in her class and to get more information on how to help boost her 5th grade students in science.
- H4. Director’s report – This is a presentation of information and activities which have occurred since the previous Board meeting. [15 Minutes – Joanne Green]
- a. Benchmark #4 results—the lack of growth may be due to the excessive amount of testing (March, April and May) but some areas we saw growth, most specifically in the K/1 students.
 - b. There was discussion around re-working the testing calendar to reduce the amount of testing time and/or eliminate the first “baseline” test.
 - c. Our new benchmark program, iReady, will help reduce the amount of testing time and it will allow the Intervention teacher, classroom teachers and the board to see student data in a more appealing presentation.
 - d. The concern with the low ELA/Reading may be connected to the lack of a formal reading program in the K/1 grades. However, with the implementation of Go Phonics, SRA Intervention Literacy and Common Core Reading program, we should see growth in this area.
 - e. Next steps for the new year...we have a new group of teacher leaders and our new technology committee will be meeting this summer.
 - f. Attendance Review team will soon be selected and we will need to have a board member present. Sonia and Dean expressed interest in the position. The student handbook was re-written to strictly enforce attendance. Independent Study will only be granted for students who are passing their classes.
 - g. Passport program for volunteers was suggested to help encourage parental volunteers but Mary Ann doesn’t want teachers to be in the line of fire.



- h. Volunteer hours have not been updated since the school was open. Dennis suggested we update that to make it more attainable, possibly 20 hours versus the current 40 hours.
- I. Committee Reports – *Board Members report on activities taken by committees in which they participate.*
 - I1. Director’s Finance Committee [5 Minutes – Joanne Green]
 - a. Monthly budget update—discussion about this in J4
 - I2. Internal Audit Committee [**5 Minutes – Sonia Green**]
 - a. Monthly status update—No Update
- J. The Board will discuss and/or take action on the following items:
 - J1. Action Item / Master Calendar Review – *The Board will review status of outstanding action items from previous meetings and outstanding Master Calendar items.* DISCUSSION/ACTION. [**10 Minutes – Stephen Toms**]
 - a. 3 Year Technology Plan
 - b. Leased Equipment vs. Purchased Equipment is presented in the plan and it looks like the leased option is a practical choice.
 - c. Discussion was brought up about increasing the Director’s purchasing limit of \$5000 due to the possible need of emergency purchases with the significant amount of technology. Dennis will look up limits for similar districts.
 - d. **NO ACTION** necessary.
 - J2. LCAP Report – *Review and approve final LCAP report.* DISCUSSION/ACTION. [**5 Minutes – Joanne Green**]
 - a. **ACTION** to approve the LCAP report as presented was made by Dean Crechriou, seconded by Sonia Green. Motion passes 6-0.
 - J3. Financial Auditor Selection – *Discuss and review proposed independent auditor contract.* DISCUSSION/ACTION. [**10 Minutes – Vicki Gracia**]
 - a. Vicki sent out multiple requests for bids on a potential new auditor and only received one response.
 - b. The three year option with the current auditor (Hosaka) allows us to save about \$1000 and we have all been happy with the current auditor. Hosaka works well with DMS and DMCS but there is an increase in cost (approximately 10%) due to the growth of the school.
 - c. **ACTION** to approve the auditor selected as Hosaka was made by Mary Ann Courville, seconded by Dean Crechriou. Motion passes 6-0.
 - J4. Final 2014-2015 Budget – *Discuss and review proposed independent auditor contract.* DISCUSSION/ACTION. [**10 Minutes – Vicki Gracia**]
 - a. Not many changes were made since the last budget presentation.



- b. **ACTION** to approve the Budget as presented was made by Sonia Green, seconded by Mary Ann Courville. Motion passes 6-0.
- J5. Director Evaluation Process – *Discuss ongoing process of director evaluation.* DISCUSSION. **[10 Minutes – Dennis Ballance]**
- a. We got a very small number of responses for the director 360 review but will resend it out to stake holders to see if anyone wants to contribute. Joanne submitted her short term and long term goals which the board appreciated.
- b. Dennis is writing the draft for the evaluation for Joanne which will be reviewed in July during a closed session.
- c. **NO ACTION necessary.**
- J6. Bylaw Updates – *Discuss and review proposed DMCS bylaws recommended by DMS.* DISCUSSION/ACTION. **[20 Minutes – Sonia Green]**
- a. The next step is to get feedback from the attorney. Mary Ann will get it to the appropriate people.
- b. **NO ACTION** necessary.
- J7. DMS Contract Renewal – *Review and approved proposed DMS contract.* DISCUSSION/ACTION. **[10 Minutes – Vicki Gracia]**
- a. The two year contract was presented by DMS in a previous meeting. Concerns have been addressed and the confirmation of being more timely and he (Karl) acknowledged that they had not been timely in the past. They have redone their software and their presentation of information.
- b. DMS is highly respected by the state and their daily customer service is outstanding.
- c. **ACTION** to approve the DMS Contract Renewal was made by Sonia Green, seconded by Mary Ann Courville. Motion passes 6-0.
- K. Meeting evaluation – The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings. [5 Minutes – Sonia Green]
- L. The next regular meeting of the DMCS Governing Board will be held on Tuesday 22 July 2014.
- M. Adjournment at 9:09.

ACTION ITEM LIST:

- SPED Summary Report (Amy)
- Spending Limit without board approval (Dennis)
- Call the Phone People to see how we can save money (Joanne-Dennis will forward contact information)